

2025新卒採用 Trade Management Associate(Operation)

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Company: TP ICAP

Location: Japan

Category: other-general

Role Overview

As a Trade Management Associate, you will support multiple Broking Desks on Cross-Product to deliver the best services to our Clients. You will work closely with the Front Office and other Operations teams, to support daily activity such as Client Lifecycle, Trade Booking and Allocation, Trade Confirmation, Post-Trade Lifecycle, Reconciliation and Control.

Role Responsibilities

Trade processing. Input trades into DMS/MBS2 and amend / check trade details, brokerage, break clauses, Markitwire address and delivery address for confirmation etc.

Process manual Markitwire for some trades which cannot send it from DMS and print it out for brokers to check after manual Markitwire accepted by both counterparties

Amend trade data, brokerage allocation and add Markiwire ID etc.in MBS2 if any

Monitor Markitwire status, confirmation delivery status and follow up action on failed transmission

Check monthly brokerage for some clients which need to be amend Brokerage Rate/Per Deal Cap in system

Check trade counts and Brokerage Allocation on that day

Check daily trade EOD report for clients and send mail/fax for daily trade report to clients

Record amendment/cancellation for SEF/ETP and send amendment/cancellation report of ETP

to Compliance at the beginning of the month

Set up request for new trader/broker to Asia Client Onboarding team and chase for new trader to be on boarded on SEF/ETP

Update FX rates in TMS

Update back office manual and error management manual for back office

Send query email to our system support team or Markitwire team if any

Response to clients and internal queries/requests

Setup Monthly reports to generate in system automatically

Make some reports if any

Test DMS/Markitwire if there is any system update

Check New traders/Left traders to brokers at the beginning of the month

Keep old trade confirmations and trade tickets tidy and in order by month

Prepare /update brokerage agreements and send them to clients when needed

Experience / Competences

Essential

Japanese University Student who graduates in March, 2025

Native Japanese Speaker with strong written and spoken communication skills in English

Demonstrate honesty, integrity and professionalism

Well-organized, self-motivated, fast learner with positive mindset and attitude

Able to work independently, demonstrate the efficiency and problem-solving skills in completing required tasks

Enjoys challenges and is able to escalate

Good team player

Timely, professional, and know-how to stick to deadlines

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